

## **CITY OF BURBANK**

### **LITERACY CLERK**

#### **DEFINITION**

Under general supervision, performs moderately difficult and varied clerical and general office work; and performs related work as required.

#### **ESSENTIAL FUNCTIONS**

Performs routine clerical duties such as typing, proofreading, filing, operating office equipment, assisting the public, scheduling tutor/student time, and checking and recording information on records; types forms, letters, memoranda, statistical reports and other material from oral direction, rough draft, copy notes, dictating equipment or other sources; reviews work for typographical and formatting errors; sorts and files documents and records pertaining to students, volunteer tutors, trainers, coalition members and community contacts; organizes and maintains recordkeeping systems; purchases and disseminates teaching materials; responds to routine procedural and directional inquiries and/or refers to proper sources of information; checks and tabulates statistical data; operates a computer terminal to enter, modify, or retrieve data; operates a calculator, word processor, and other office equipment; attends literacy training classes and serves as a substitute for tutors; attends literacy workshops and meetings; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - modern office methods, procedures, and equipment; English usage, spelling, grammar, and punctuation.
- Ability to - operate a variety of office equipment, including word processor and computer terminal; communicate both orally and in writing; organize and maintain recordkeeping systems; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** One year of office clerical experience or completion of a full-time, six-month business course in a recognized business school or six months of experience in the City Work Trainee program. Ability to type accurately from clear copy at a speed of 45 net words per minute.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.